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ABSTRACT

Although the volunteers' guide is intended primarily to outline the functions and tasks of the adult and youth volunteers in 4-H clubs, it also provides helpful outlines of support tasks for citizens of the community, sponsors, business and government agencies, and civic and religious agencies. The guide's sections deal with the following topics: functions of volunteer leaders, organizational tasks, project tasks, activities and events, area project and activity leader coordinators, and area organizational leader coordinator. (JR)

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FUNCTIONS AND TASKS

OF THE VOLUNTEER

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NATIONAL 4-H VOLUNTEER
LEADERSHIP DEVELOPMENT
COMMITTEE REPORT 1973

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FUNCTIONS AND TASKS OF THE VOLUNTEER

The numbers of 4-H youth are increasing. But it seems unlikely that the number of professional Extension agents will expand proportionately. Training local leaders is increasingly important. If Extension is to touch the lives of more and more people, volunteers must take on more roles.

Volunteers in expanded roles will need easy access to information, office space, secretarial, duplication and mailing services which have been available only to the professional agent. Training volunteer leaders will call for drastic modifications and updating in many cases.

The 4-H idea, the materials and techniques can come through the Cooperative Extension Service in each State. But human resources can come only from the community.

Clear goal setting and leader job descriptions based on the concept of shared leadership are helping 4-H make better use of local human resources.

Good job descriptions help leaders understand what is expected of them. Agents need to focus on how to make the best use of different types of leaders. Each State and county needs a plan for this.

FUNCTIONS OF VOLUNTEER LEADERS

Volunteers may be organizational, project, or activity leaders, although these roles will often overlap. (See Figure 1) They should understand how to work together with citizens of the community, sponsors, representatives of business and government agencies, and volunteers from civic and religious groups.

These groups often have unique capabilities at tasks which cannot be done as well by the agent or volunteer 4-H leader. The ability and interest of the leader and type of job will determine whether an adult or junior leader is responsible for carrying it out.

Sometimes the volunteer may have enough interest and time that they would want to do a combination of tasks. For example, an organizational leader might also serve as a project leader.

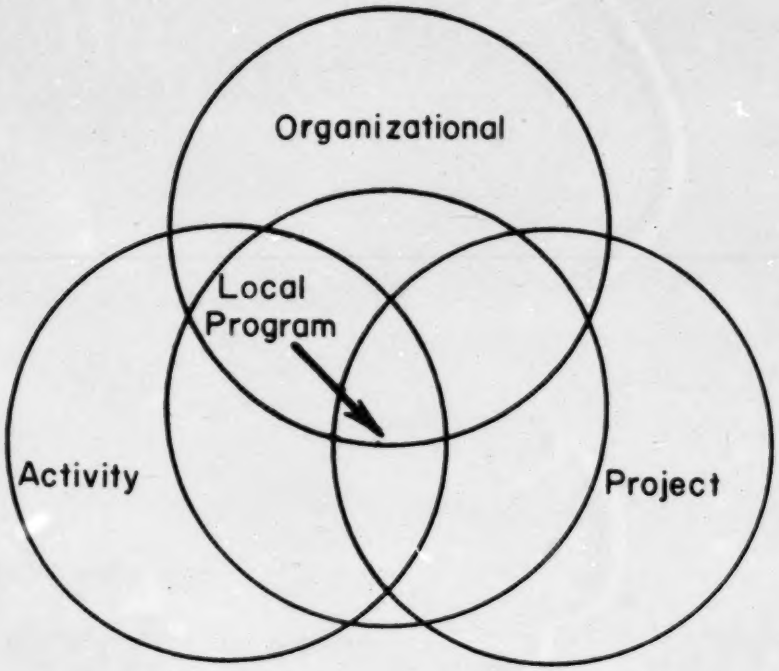

Figure 1

ORGANIZATIONAL TASKS

4-H Volunteers -- adults or teens -- with this assignment are responsible for the organization and operation of the group and for working with Extension staff and other volunteer leaders. They are the agent's prime contact person in the local community. Their tasks include:

1. Recruiting youth and other leaders.

2. Organize the group: (a) Officers
   (b) Committees

3. Assist in planning 4-H program.

4. Train other leaders in: (a) Project purposes and goals
   (b) Project selection
   (c) Project motivational techniques (events and activity plans)

5. Train officers and committees

6. Guide and counsel with other leaders. Evaluate 4-H group progress and effectiveness and make suggestions for strengthening club effectiveness.

7. Develop and maintain relationships with business, parents, public officers, civic and religious leaders in community. Help in securing donors.

8. Assist members with projects and special activities.

9. Train members in giving demonstrations and other public presentations.

10. Coordinate planning and execution of all programs with other leaders.

11. Maintain relations and open communications with the Extension office.

12. Assist members with records.

13. Assist members with publicity.

14. Recruit teen leaders.

Citizens of community can perform the following organizational tasks:

1. Assist with recruiting.
2. Secure meeting place for group.
3. Publicly endorse 4-H program.
4. Get donors and sponsors.
5. Become involved and invite others.
6. Encourage parent cooperation.

Sponsors can do these kinds of organizational jobs:

1. Provide program knowledge.
2. Provide financial support.
3. Provide financial facilities.
4. Help promote programs.
5. Suggest program direction.

Business and Governmental Agencies can:

1. Provide publicity.
2. Make donations for program implementation.
3. Sponsor activities such as banquets and tours.
4. Provide meeting places.
5. Participate in programs as a resource person.
6. Assist with group organization.

Civic and Religious Organizations can do these:

1. Assist with communications.
2. Sponsor individual members or groups.
3. Assist with leader and youth recruitment.
4. Provide meeting places.
5. Assist with conducting special programs and activities.
6. Help with transportation to events and activities.

PROJECT TASKS

The project is a basic structural block of 4-H. The assistance and encouragement given by the project leader is vital to a member's development. A leader may instruct in more than one subject.

Tasks for Volunteers

1. Help youth select and develop projects.
2. Help get project materials.
3. Secure sites where members can work together in developing projects.
4. Recruit other project leaders.
5. Guide and counsel youth and parents in developing projects.
6. Help provide the means to develop and complete projects.
7. Plan and execute motivational and public relations activities.
   (a) Tours
   (b) Exhibits
   (c) Contests
   (d) Teach project material to youth
8. Coordinate training of project leaders.

9. Evaluate and make recommendations for improving and strengthening club leaders.

10. Recruit and train junior project leaders.

Citizens can:

1. Assist with project selection.

2. Help youth develop projects.

3. Provide sites for group project work and meeting place.

4. Help sign up youth for projects.

5. Help get parents involved.

6. Assist with events and activities.

   (a) Transportation
   (b) Special tasks
   (c) Securing awards

7. Help "sell" the 4-H program in the community and area.

Business and Government Agencies Can:

1. Provide publicity.

2. Sponsor project activities such as tours and exhibits.

3. Provide places for exhibits, contests, etc.

4. Sponsor projects for needy youth.

5. Assist with recruiting youth and project leaders.

6. Provide meeting places.

7. Give donations or support for project work.

8. Help with community public relations and parent involvement.

9. Help with transportation to activities and events.

10. Serve on planning committees.

11. Assist with conducting activities.

12. Help with community public relations.

ACTIVITIES AND EVENTS - TASKS FOR VOLUNTEERS

Activity leaders direct one or more 4-H activities, such as camps, tours, fairs, exhibits, recreational events, hikes, cookouts, community service projects, etc.

4-H Leaders

1. Assist other leaders and youth with planning and conducting activities.

2. Assist with training youth to perform special activity roles such as exhibit chairmen, etc.

3. Guide and counsel youth in performing activity roles.

4. Secure sponsors for activity and community service projects.

5. Arrange for transportation to activities.

6. Recruit other activity leaders.

7. Plan for and encourage parent participation in activities.

8. Evaluate club program effectiveness and growth.

Citizens of Community

1. Participate in planning and conducting activities.

2. Encourage other youth and adults to participate.

3. Help secure sponsors for activities.

4. Promote public relations in the community.

Business and Governmental Agencies

1. Provide publicity for activities.

2. Support activities by: (a) Giving donations
   (b) Sponsoring activities
   (c) Participating in activities.

3. Providing places for activities to be held.

4. Give public endorsement to 4-H.

5. Serve on planning committees.

Civic, Social Service, Religious, etc. Organizations

1. Sponsor 4-H activities or specific group of youth in activities.

2. Provide meeting places.

3. Give awards for achievement.

4. Promote activities in organizations.

5. Encourage parent and organization participation.

6. Assist with planning and conducting activities.

7. Help with transportation to activities.

AREA PROJECT AND ACTIVITY LEADER COORDINATORS

Area project and activity coordinators are adults or teens selected by Extension to help 4-H leaders become informed in a specific program area. They work with leaders in a number of different clubs and specialize in an area of their choice. They may, for example, lead a demonstration program, a recreation program, a project program, or a camp program. They also help plan and conduct community, district, county, or area programs. Working closely with Extension agents and local leaders, their main functions are to:

. Lead in planning and conducting a project or activity.

. Train project or activity leaders in subject matter.

. Answer leaders' questions and in general promote or explain the project or activity.

- Superintend or arrange superintendance of projects and activity exhibits at fairs and shows.
- Manage county-wide judging contests, tours, and demonstration programs.
- Keep Extension staff informed on projects or activities.
- Evaluate local programs and needs.

The area project and activity coordinators' roles are very often divided to give a team of people these responsibilities.

AREA ORGANIZATIONAL LEADER COORDINATOR

The area organization leader coordinator is an adult or teen volunteer who has no club of his own, but promotes 4-H in and beyond the local community. These folks are selected in cooperation with the Extension staff, recruit members and leaders, organize 4-H clubs, train leaders in 4-H principles and procedures, counsel new leaders during their first year. They will also work with the 4-H agents to evaluate the results of their efforts, the efforts of the leaders they counsel, and plan for future efforts.

Areas served by area organizational leader coordinators will vary from one geographic area to another. Several basic principles should be kept in mind in determining the size and location of your area to be served. These principles are:

- The coordinator should usually live in the area.
- Existing boundary lines, such as grade school, small towns, suburbs, neighborhoods in urban areas, or rural communities, often make desirable dividion lines between areas for coordinators.
- Organizational leaders of a coordinator's area should be on the same local telephone service, if possible.
- The number of potential 4-H members should be such that the coordinator leader could reasonably work them into new 4-H programs.

- The geographic area should not be extremely large even though the population may be sparse.

The area coordinator has multi roles:

- To serve as consultant to the local leaders in matters of club organization and planning 4-H meetings and activities.

- To plan and present educational information to the leaders and coach them in effective implementation.

- To plan community-wide 4-H programs and involve others in the planning.

- To serve as information coordinator to link leaders, community and 4-H agents. He does this by seeking, clarifying, and providing information to relevant persons.

These "functional categories" suggest that everybody can do something -- nobody can do everything. It may take a team of leaders working on one job, but each member of the team knows his or her part of the job and receives support from other team members. Using the various categories, one full-time youth agent can reach an unlimited number of youth.